



# Guide to Developing a Holiday House

## IMPORTANT LINKS

[Local Planning Scheme No. 4](#)

[State Planning Policy \(SPP 3.7\) - Planning in Bushfire Prone Areas](#)

[DFES - Map of Bushfire Prone areas](#)

[Local Planning Policy 9: Tourism Land Uses and Short-Term Accommodation](#)

## HOLIDAY HOME DEFINITIONS

'Holiday House' means a single dwelling on one lot used to provide short term accommodation but does not include a bed and breakfast.

'Holiday Accommodation' means 2 or more dwellings on one lot used to provide short term accommodation for persons other than the owner of the lot.

These uses require development approval and can be considered in the following zones:

## SCHEME ZONE PERMISSIBILITY

As per the provisions of the Scheme (Table 4 – Zoning Table and Clause 52.), the following land use permissibility provisions apply to Holiday Homes:

Commercial	D
Environmental Conservation	A
General Industry	X
Priority Agriculture	A
Residential	A
Rural	A
Rural Residential	A
Rural Smallholdings	A
Tourism	D

D - Means that the use is not permitted unless the Local Government has exercised its discretion by granting Development Approval;

A - Means that the use is not permitted unless the Local Government has exercised its discretion by granting Development Approval after advertising in accordance with clause 64 of the Deemed Provisions

X - Means that the use is not permitted by this Scheme

## APPROVAL REQUIREMENTS

The lodgment of a [Development Application](#) is required for a proposed 'Change of Use' to a Holiday Home and for new build Holiday Homes.

Applications will only be approved subject to zoning approval, complete applications including relevant bushfire management documents if required and sufficient management plans.

Please refer to the Checklist below to ensure the submitted application is complete.

## LENGTH OF STAY PROVISIONS

Holiday Homes have a single length of stay period no longer than 3 months out of the year.

## DOCUMENTS REQUIRED TO ACCOMPANY YOUR APPLICATION

In order to apply for Development Approval to let your dwelling as a Holiday Home you will need to apply for Development Approval by providing the following:

- A completed Development Application form
- A brief cover letter outlining the use of the property, include:
  - i) the number of guests who can stay on the property at one time
  - ii) the number of vehicles that can be accommodated for guests on the property
  - iii) whether or not pets will be permitted on the property
  - iiii) note who the local property manager is and how you plan on addressing the behaviour of guests etc.
- A site plan of the property showing all buildings and the areas provided for car parking. Please note that it will not be acceptable for guests to park on the street verge or in the street itself
- A floor plan indicating the areas of the dwelling that are available to the guests and any areas that are off limits; and
- The application fee. Fees can be paid in person at the Shire office, by cheque in the mail or by credit card over the phone on the number below.

If your property is located within a bushfire prone area, you may also need to provide a Bushfire Attack Level (BAL) Report. You can check if your property is located in a bushfire prone area using the maps located at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>. Please note that if only a portion of the proposed holiday house is located within an area which is coloured pink on these maps, you will still require a BAL report.

If your property is located within a bushfire prone area, you will also require a Bushfire Management Plan (BMP) and a Bushfire Emergency Evacuation Plan (BEEP) however you may be able to prepare this yourself rather than engaging an accredited practitioner depending on the result of the BAL report. The Shire will confirm what is required once we have received the BAL report.

Attached is a list of accredited practitioners who can produce the BAL report for you, and if necessary, also prepare the BMP/BEEP.

## DEVELOPMENT APPLICATION STANDARD FEES

Planning fees and charges effective July 2022.

### Development Application Non-Standard Fees

Change of Use	\$295.00
Retrospective - Determination of a development application applied for in accordance with Item 2, 4, 7, 9 or 11 of Schedule 2 of the Planning and Development Regulations 2009, where the building works and/or a use has commenced prior to the application being determined.	Three times the standard development application fee.

Value of proposed Development (excluding GST)		Fee Amount
From	To	
\$0	\$50,000	\$147.00
\$50,001	\$500,000	(estimated cost of development) x 0.32%
\$500,001	\$2,500,000	\$1,700.00 + 0.257% for every \$1 in excess of \$500,000

## PROPERTY MANAGEMENT PLAN

A management plan is to outline how the holiday house/holiday accommodation is to be operated and managed on an ongoing basis.

The management plan is to include, as a minimum:

1. Property details;
2. Property Owner/Operator details;
3. Number of bedrooms in the holiday house/holiday accommodation, together with a scaled floor plan of the holiday house/holiday accommodation showing areas that are to be available to guests and any areas that will not be accessible;
4. Maximum number of guests able to be accommodated by the holiday house/holiday accommodation;
5. If pets of guests are to be accommodated at the premises, and if so, details of how are these to be secured needs to be provided;
6. Location and number of car parking spaces;
7. Details of water supply (i.e. scheme water, on-site tanks, bore, etc);
8. Method of booking the accommodation (i.e. online, management agent, visitor's centre, etc);
9. Method of key collection / drop-off;
10. Local manager details;
11. Cleaning and servicing arrangements, including rubbish disposal;
12. The standard of the cross over, driveway and car parking allocation on the site;
13. Location and type of smoke alarms; and
14. Level of compliance with the local government fire break and fuel hazard reduction notice requirements.

A copy of the approved management plan is to be endorsed by the local government and provided to the owner/operator when a holiday house/holiday accommodation is approved.

Attached to this information pack is an example of an approved format for a Holiday Home Management Plan.

## EMERGENCY MANAGEMENT & EVACUATION PLAN

An application for a holiday house/holiday accommodation is to be supported by an emergency management & evacuation plan.

The emergency management & evacuation plan is to outline how guests are to respond to an emergency situation and is to assume all guests have no local knowledge to assist them in an emergency.

The local manager and/or owner is responsible for ensuring all guests are made aware and understand the content of the emergency response plan.

The emergency response plan is to be based on the pro forma and example provided or similar, and is to include as a minimum:

1. Emergency Contact Details for "000" and State Emergency Service;
2. Location and contact details of the nearest hospital;
3. The legal property address that is used by emergency services to locate the premises;
4. The nearest cross street to assist emergency services in locating the premises;
5. The fire brigade area and local government area in which the property is situated;
6. Information on mobile phone / data coverage and the phone number of any phone line connected to the premises;
7. Details of the most likely emergency situations that may affect the property (i.e. bushfire, structural fire, storm damage, flooding, etc);
8. Radio frequency of the local emergency radio broadcaster;
9. Floor plan showing exits and location of any provided fire-fighting and/or first aid equipment;
10. Route plan showing escape routes from the property to the nearest town or emergency evacuation point; and
11. Any other information that is considered necessary for guests to be aware of, such as the presence of local environmental hazards.

The emergency management & evacuation plan is to be displayed in a prominent location within the holiday house or each holiday accommodation building and is to clearly contain the information as noted above.

If the holiday house/holiday accommodation is located in an area without mobile phone coverage, a "land-line" telephone connection should be provided and maintained at all times to allow for emergency use.

# BUSH FIRE CONSULTANTS

This list is provided for information purposes only and neither the Shire of Nannup nor DFES accepts any responsibility for making this information available.

## Biodiverse Solutions

9842 1575

enquiry@biodiversesolutions.com.au

Albany

## Bushfire Prone Planning

6477 1144

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Nannup

## Bushfire Solutions South West

0447 395 173

neill@bushfiresolutionssouthwest.com.au

Capel

## Bushfire West

0403 328 835

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Attadale

## Bushfire Works

0433 364 654

enquiries@bushfireworks.com.au

Busselton

## Eco Logical Australia Pty Ltd

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Busselton

## Ecosystem Solutions

9759 1960

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Dunsborough

## Firesafe Southwest

0403 247 733

admin@firesafesouthwest.com.au

Margaret River

The above list provides the contact details for companies who employ BPAD accredited assessors & practitioners who are known to service the south west region. The full register can be found by visiting the FPAA website at [http://connect.fpaa.com.au/Connect/Registers/BPAD\\_register.aspx](http://connect.fpaa.com.au/Connect/Registers/BPAD_register.aspx).